



# Communicating with Schools—Training Starter Template

**Objectives:** All participants in the training will be able to

- Identify the benefits and potential challenges of collaborating with school staff.
- List three tasks they plan to work on with school staff.
- Commit to specific steps in building communication between school and afterschool.

**Total amount of time:** \_\_\_\_\_

**Number of participants:** \_\_\_\_\_

**Preparation:** \_\_\_\_\_

**Materials:** \_\_\_\_\_

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## Training Opening

Engage Participants.

\_\_\_\_\_ minutes

(Icebreaker/warm-up activity related to the topic)

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Introduce the Topic.

\_\_\_\_\_ minutes

(Motivate participants, show them why the topic is important, share objectives and agenda.)

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## Training Middle

\_\_\_\_\_ minutes

(Explain the topic in detail, demonstrate and discuss the concept, practice and apply the topic.)

- Ask staff what they think alignment and integration mean and how children and youth benefit from strengthening alignment with the school. Brainstorm and chart a list of benefits.
- When looking at benefits, brainstorm a list of ways to build or strengthen alignment.
- Distribute and discuss the collaboration checklist. Discuss in small groups and highlight key areas to work on.
- Compare lists and priorities. Discuss potential challenges and strategies.
- Create an action plan for one or two priority areas.
- Ask staff to select focus areas and map steps for their individual and team work over the next three weeks.



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## Training Wrap-Up and Closing

- Summarize, consolidate. \_\_\_\_\_ minutes  
(Reconnect with the objectives, check for understanding, discuss questions.)

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- Plan next steps. \_\_\_\_\_ minutes  
(Be specific about applications to immediate practice.)

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- Closing comments. \_\_\_\_\_ minutes  
(Acknowledge, motivate, inspire.)

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## Post-Training Assessment and Revision

- Formal or informal assessment of effectiveness of training.
- Note changes to make.
- Note areas for additional training.